

**CONTRACT REQUEST FORM (CRF)**

CEC-94 (08/10)

CALIFORNIA ENERGY COMMISSION



☒ New Contract      ☐ Amendment to Existing Contract: 400-10-011      Amendment Number: \_\_\_\_\_

Division	Contract Manager:	MS-	Phone	CM Training Date
400 Efficiency Renewable Energy Division	Madeleine Meade	45	916-653-2645	12/6/05

Contractor's Legal Name	Federal ID Number
Clean Energy States Alliance	27-0029803

Title of Project
Clean Energy States Alliance Membership Renewal

Term	Start Date	End Date	Amount
New/Original Contract	5 / 18 / 11	5 / 17 / 12	\$ 61,000
Amendment 1		/ /	\$
Amendment 2		/ /	\$

Business Meeting Information			
Proposed Business Meeting Date	5/18/11	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Madeleine Meade	Time Needed:	10 minutes

Agenda Item Subject and Description
Possible approval of a contract to renew membership in the Clean Energy States Alliance, a unique multistate collaboration of public clean energy funds and state agencies working together to develop and promote clean energy and low-carbon technologies and expand the market for these technologies.

<b>Business Meeting approval is not required for the following types of contracts:</b> <i>Executive Director's signature is required in all cases.</i>
<input type="checkbox"/> Contracts less than \$10k ( <i>Policy Committee's signature is also required</i> )
<input type="checkbox"/> Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
<input type="checkbox"/> Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable
<p>The purpose of this contract is to renew the Energy Commission's membership in the Clean Energy States Alliance (CESA), a unique multistate collaboration of public clean energy funds and state agencies who have joined together to promote clean energy and low carbon technologies in their states and across the country. Established in 2002, CESA is managed by the Clean Energy Group, a nonprofit organization. It is important to note that CESA is much more than simply a membership organization. CESA serves as a technical consultant to the state clean energy funds, developing effective strategies for improving the performance of state programs; working on joint state initiatives to accelerate the expansion of renewable energy markets on state, regional, and national levels; providing up-to-date information on clean energy issues and programs; and serving as a clearinghouse on fund opportunities and challenges.</p> <p>CESA is distinct in that it provides a forum to access the resources, experience, and expertise of all the member funds – to use the combined power of the network to solve common problems and share lessons learned. As a group, members have the ability, through CESA, to frame and address key issues of clean energy market development with federal agencies, regulators, industry participants, and the national media. By working together rather than going it alone, the state funds and programs can reduce the costs for consulting and outreach needs of their individual state programs. Members jointly support and share the costs for the administrative and substantial consulting services that CESA provides its members, and the financial contributions are leveraged many times through private foundation and Department of Energy support obtained by CESA.</p> <p>The Energy Commission has been a long-standing and important member of CESA since the organization's establishment.</p>

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**California Environmental Quality Act (CEQA) Compliance**

1. Is Contract considered a "Project" under CEQA?

☐ Yes: skip to question 2☒ No: complete the following (PRC 21065 and 14 CCR 15378):

Explain why contract is not considered a "Project":

Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because this membership agreement does not meet the definition of a CEQA project.

2. If contract is considered a "Project" under CEQA:

☐ a) Contract **IS** exempt. (Draft NOE required)☐ Statutory Exemption. List PRC and/or CCR section number: \_\_\_\_\_☐ Categorical Exemption. List CCR section number: \_\_\_\_\_☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why contract is exempt under the above section:

☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.**Budgets Information**

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$		\$	No	Funding Source			\$
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$		\$	No	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
Other	\$61,000	10-11	\$61,000	No	Other	10-11		\$61,000
TOTAL: \$61,000		TOTAL:	\$61,000		TOTAL: \$61,000			

Reimbursement Contract #: 6

Federal Agreement #:

**Contractor's Administrator/ Officer**

Name: Maria Blais  
 Address: 50 State Street  
 Suite 1  
 City, State, Zip: Montpelier, VT 05602  
 Phone/ Fax: (802) 223-2554 x-203 / (802) 223-4967  
 E-Mail: Maria@cleanegroup.org

**Contractor's Project Manager**

Name: Mark Sinclair  
 Address: 50 State Street  
 Suite 1  
 City, State, Zip: Montpelier, VT 05602  
 Phone/ Fax: (802) 223-2554 x-206 / (802) 223-4967  
 E-Mail: MSinclair@cleanegroup.org

**Contractor Is**☒ Private Company (including non-profits)☐ CA State Agency (including UC and CSU)☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)**Selection Process Used**☐ Solicitation

Select Solicitation Type

Solicitation #: - -

☐ Non Competitive Bid (Attach CEC 96)☒ Exempt

Membership

**Civil Service Considerations**☒ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)

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- ☐ The Services Contracted:
- ☐ are not available within civil service
  - ☐ cannot be performed satisfactorily by civil service employees
  - ☐ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
- ☐ The Services are of such an:
- ☐ urgent
  - ☐ temporary, or
  - ☐ occasional nature
- that the delay to implement under civil service would frustrate their very purpose.

**Justification:****Payment Method**

- ☐ A. Reimbursement in arrears based on:
- ☐ Itemized Monthly      ☐ Itemized Quarterly      ☐ Flat Rate      ☐ One-time
- ☐ B. Advanced Payment
- ☒ C. Other, explain: Membership fee of \$61,000 will be paid as a lump sum upon receipt of Contractor's invoice.

**Retention**

1. Is contract subject to retention? ☒ No ☐ Yes
- If Yes, Do you plan to release retention prior to contract termination? ☐ No ☐ Yes

**Justification of Rates**

The price of membership is established by the Clean Energy States Alliance. The original membership cost was \$82,943. CESA agreed to a reduced membership fee of \$61,000 (approximately 27% reduction from the original fee).

**Disabled Veteran Business Enterprise Program (DVBE)**

1. ☐ Not Applicable
2. ☐ Meets DVBE Requirements      DVBE Amount:\$ \_\_\_\_\_ DVBE %: \_\_\_\_\_
- ☐ Contractor is Certified DVBE
- ☐ Contractor is Subcontracting with a DVBE: \_\_\_\_\_
3. ☒ Requesting DVBE Exemption (attach CEC 95)

**Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?**

- ☒ No ☐ Yes
- If yes, check appropriate box: ☐ SB ☐ MB ☐ DVBE

**Is Contractor subcontracting any services?**

- ☒ No ☐ Yes
- If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:
- |                             |                             |                             |                               |
|-----------------------------|-----------------------------|-----------------------------|-------------------------------|
| <input type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |
| <input type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |
| <input type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |

**Miscellaneous Contract Information**

1. Will there be Work Authorizations? ☒ No ☐ Yes
2. Will there be IT expenditures? ☒ No ☐ Yes
3. Is the Contractor providing confidential information? ☒ No ☐ Yes
4. Is the contractor going to purchase equipment? ☒ No ☐ Yes
5. Check frequency of progress reports
- ☐ Monthly    ☐ Quarterly    ☒ Other...CESA's biennial & Board of Dirctrs mtgs give status of ongoing prjcts.
6. Will a final report be required? ☒ No ☐ Yes
7. Is the contract, with amendments, longer than a year? If yes, why? ☒ No ☐ Yes

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**The following items should be attached to this CRF**

1. Scope of Work, Attach as Exhibit A.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached
2. Budget Detail, Attach as Exhibit B.	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
3. CEC 96, NCB Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
4. CEC 30, Survey of Prior Work	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
5. CEC 95, DVBE Exemption Request	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached
6. Draft CEQA Notice of Exemption (NOE)	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
7. Resumes	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached

\_\_\_\_\_  
Contract Manager\_\_\_\_\_  
Date\_\_\_\_\_  
Office Manager\_\_\_\_\_  
Date\_\_\_\_\_  
Deputy Director\_\_\_\_\_  
Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.  
See Business Meeting Information Section.

\_\_\_\_\_  
Presiding Policy Committee\_\_\_\_\_  
Date\_\_\_\_\_  
Associate Policy Committee\_\_\_\_\_  
Date\_\_\_\_\_  
Executive Director\_\_\_\_\_  
Date